

Protocol for the Prevention of COVID-19 Transmission

Last updated Dec. 11, 2020

At Georgian College, the health and safety of our community is our priority. This protocol will ensure the risk of transmitting COVID-19 is minimized to the greatest extent possible. The college follows all recommendations and requirements of the *Occupational Health and Safety Act*, the Government of Ontario, and the district health unit. Failure to follow this protocol may result in discipline in accordance with the [employee](#) and [student](#) codes of conduct.

This protocol and all the requirements contained within shall constitute Georgian College's COVID-19 Safety Plan as per the requirements of Ontario Regulation 364/20. For the purposes of the plan, the Director of Campus Safety Services shall act as the Compliance Officer to ensure the plan and all its requirements are implemented and maintained. The Compliance Officer shall also act as the college liaison to public health when necessary.

This protocol applies to all persons at all times while on Georgian property, as well as all college employees and students performing college-sanctioned functions off campus or at any other non-Georgian location. All questions regarding this protocol shall be directed to Campus Safety Services at campussafetyservices@georgiancollege.ca or 705.728.1968, ext. 6111.

Please note: *this protocol is subject to change based on recommendations and requirements of our public health authorities, the Government of Ontario and/or the Government of Canada. A new or updated protocol will be released as necessary.*

1. All persons on Georgian property must make every reasonable effort to maintain a minimum 2-metre distance from others at all times.
2. All persons shall wear face coverings at all times while inside any Georgian building.
 - i. Personal protective equipment (PPE) provided by the college for the prevention of transmission of COVID-19 does not replace the need for previously required lab-specific PPE or PPE required by regulatory bodies. Determining the appropriate PPE for risks other than COVID-19 is the responsibility of the faculty and associate dean.
 - ii. Students and employees may supply and wear their own face coverings as long as they meet [Government of Canada Mask Guidelines](#). Students and employees will be provided with face coverings upon entry to the college, if they don't supply their own. Face shields are also available from the college, however, these must be worn in addition to

face coverings and not as an alternative to face coverings. The only exceptions to wearing face coverings will be for medical exemptions as part of an accommodation. Applications for accommodation must be made through the existing accommodation processes and must be made prior to attending campus.

- iii. Face coverings may be removed and replaced with a face shield in classrooms by faculty or support staff *only* when 2 metres of physical distancing has been achieved.
 - iv. Persons working in areas inaccessible to the public and where there's no chance of contact with others may elect to work without a face covering. An example of this may include working alone in an office with the door closed.
3. All forms of physical contact, including handshakes, are prohibited. Where labs must include physical contact for completion (e.g., massage therapy), faculty and support staff are responsible to ensure all additional precautionary measures required by the governing regulatory bodies shall be taken to prevent transmission of the disease.
 4. There shall be no loitering at the college before or after required on-campus activities.
 5. Students shall wait to enter labs or classrooms by following signs and/or markers, 2 metres apart. If the lab or classroom is empty and the door is open, students may enter directly and move to an empty workstation.
 6. Limited food services may be available and will be communicated each semester. Vending machines are also available at several campuses. Food and drinks shall not be consumed in classrooms, labs (except Hospitality programs) or common areas (corridors, stairwells, lounge areas).
 7. Break areas have been set up for consumption of food and drinks. Students and employees can take off their mask to eat and drink, provided appropriate physical distancing is maintained.
 8. Break areas may also be used as designated study rooms, provided masks are worn and physical distancing is maintained.
 9. When moving through the college, obey the following in halls and stairwells:
 - i. Follow directional arrows where visible. If there are no visible directional arrows, walk on the right side of the hallway
 - ii. Maintain a 2-metre distance from the person in front of you
 - iii. Don't stop in the hallways
 - iv. Walk in single file close to the wall
 10. All student meetings with faculty, program coordinators, etc., shall be done virtually or by phone or email only.
 11. All persons shall consistently practise hand hygiene:

- i. Frequent hand washing with soap and water
- ii. Frequent hand sanitizing with an effective sanitizer, where hand washing facilities are unavailable
- iii. Avoid touching your face (mouth, nose, eyes)

Where supplies need to be replenished, [submit a Work Order](#) or use the QR code in washrooms, labs or hand sanitizer stations.

12. The transfer and handling of physical documents shall be eliminated wherever possible. Personal items, such as pens, and stationary are not to be shared. All lab equipment and shared office equipment (e.g., copiers) touchpoints must be wiped down/disinfected between uses by the user.
13. Individual office doors shall remain closed. Alternate contact information shall be posted on office doors and online where necessary.
14. All persons must enter the college at the designated entrances and must show they've completed the COVID-19 screening assessment on the Safe@Georgian app. All persons must pass the screening and agree to follow this Georgian protocol to reduce disease transmission prior to being allowed on site.
15. All persons must follow the [Georgian College COVID-19 Reporting Protocol](#). No persons shall attend the college if they're sick. Anyone who feels ill, or shows symptoms of illness while at the college, shall leave immediately and notify their instructor or manager when it's safe to do. Persons who believe they may have been in contact with someone infected with COVID-19 must not attend the college without first seeking the direction of their local health unit.
16. Lab-specific safety protocols shall be available for all instructional spaces and instructors shall ensure these are reviewed by all students at the start of on-site activity. All persons attending labs in person must follow the requirements of the lab-specific COVID-19 protocols.